

Commission for Statewide Contracts to
Support Employment for Individuals with Disabilities
Division for the Visually Impaired
1901 N. DuPont Highway
Biggs Bldg. Conference Room
New Castle, DE 19720
Meeting Minutes
May 21, 2019

Members Present: Clint Walker, Chair; Cindy Farmer, member; Dean Stotler, Director, Government Support Services (GSS); Cynthia Fairwell, Department of Labor, Vocational Rehabilitation (DOL/VR); Elisha Jenkins, Director, Division for the Visually Impaired (DVI/Ex-Officio) and Thomas Cook, Ability Network of Delaware (A.N.D./Ex-Officio).

Members Present by Phone: Doyle Dobbins, Vice Chair, and Jamie Johnstone, Department of Finance.

Members Absent: Carvella Jackson, member.

Others Present: Michele Hamilton, (DVI); Jill Morrison, (DVI); Mickey Kelley, (A.N.D.); Natalia Magruder, (A.N.D.)

Others Present by Phone: Julie (Jo) Donoghue, Deputy Attorney General, (DAG/Counsel) and Lloyd Schmitz, member of the public.

A quorum was determined and the meeting was called to order at 2:07 PM.

Approval of Minutes:

Dean Stotler moved to accept the May 21, 2019 meeting minutes. Cindy Farmer seconded the motion. Motion carried.

Old Business:

Dean Stotler confirmed that the GSS Surplus location is stated correctly on the price adjustment for the Janitorial set-aside contract submitted at May's meeting.

New Business:

1. Proposal for a price adjustment at the Biggs Building: The price adjustment proposal was tabled until a later date, as it is in the preparation stage (space and scope of work).
2. Issues with cleaning and pricing at Troop 2: Thomas Cook reported that Captain Sapp, Troop 2, had concerns with the quality of work. Issues were with the supported employment job coaches, not personnel. A.N.D. was not aware of the changes in the square footage from 53,000 sq. ft. to approximately 8,000 sq. ft. Changes of square footage were a result of areas taken away for privacy and security concerns. Chimes has submitted a plan of correction, which A.N.D. has accepted. Chimes, A.N.D., Captain Sapp, Troop 2, Division of Facilities Management, Don Gerardi and other affiliated individuals will be meeting in the near future. A.N.D. will give an updated report at the June meeting.

Report of the Chair:

The Chair did not have an additional report.

Report of the Sub-Committees:

- **Regulations Sub-Committee:** No report.
- **Central Non-Profit Agencies Subcommittee:** Dean Stotler reported the application period had closed and there were zero applications received. Therefore, no activities to report.

Report-Ability Network of Delaware (A.N.D.)

- Mickey Kelley reported the partner that had expressed interest with Sussex County (sort, mail, print, tax bills, etc.) had backed out. Their concerns were that it was too large of an investment.
He also reported that FedCap submitted a proposal for the City of Dover Janitorial contract. A decision should be known by June 25, 2019.
Mickey is connecting with Kent County and Sussex County in reference to A.N.D. services and in the process of receiving job descriptions for positions that fit with A.N.D. Thomas Cook stated one of the strategies is to utilize existing vendors for temporary employment to fit with the capabilities of individuals with disabilities.
- Thomas Cook reported on the award received through the legislative process of \$300,000 for price adjustment of all of A.N.D's services. The original request was for \$500,000 so an outstanding balance of \$200,000 remains. A number of things were added on that were not in the original scope of services. A.N.D is working on identifying what the costs are for each of the providers in order to identify the impact on each of the providers. Meetings will be used to discuss budget impact, contractual impact, comparison for fair market, and comparison evaluation to set the benchmark.

Public Comment:

Lloyd Schmidt commented on food service on State of Delaware property under Title 9606 Business Enterprise Program (BEP).

Adjournment:

Dean Stotler made the motion to adjourn: Jamie Johnstone seconded. Motion carried.
Meeting adjourned at 2:59 PM.

Next meeting date is Tuesday, June 18, 2019 at the Division for the Visually Impaired
1901 N. DuPont Highway, Biggs Bldg., Conference Room, New Castle, DE 19720

Respectfully submitted,
Michele Hamilton
Administrative Specialist
Division for the Visually Impaired